**TALK Planning Document Draft** (for in-class peer critique)

**NAME:** ___________________________  **TO DO IN CLASS:** ___________________________

**TOPIC:** ___________________________  **REVIEWER:** ___________________________

**AUDIENCE:** ___________________________

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>Not Included</th>
<th>Incomplete</th>
<th>COMMENTS</th>
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**PLANNING DOCUMENT**  
Topic identified & focused

- Audience identified & characteristics, issues, concerns etc. described; implications for how you will present your talk/info; sources for audience research identified
- Justification for talk to target group (start w/ audience need; state why it is important to target audience a/o client; not why you think it's important")
- Objectives clearly stated; (must be measurable, realistic, complete--use all ABCD elements); ID type of each: behavioral, learning, emotional
- Info system described (incl. links to other VIS elements, pre- and post-talk); discuss implications for talk content
- Context described (place, situation, etc.) Discuss implications ("so what?") for content

**Outline:**  
- Intro *(in detail)*
- Body (outline)
- Conclusion *(in detail)*

*Note: ID technique type for intro/concl*

- Identification of AV materials to be used (which AV media for which info type); justification for selections
- Evidence of accommodating persons with disabilities: context, delivery
- Bibliography/References identified (for content, audience, context, etc.)  
  ID type of info from each source